

STATISTICAL REPORT FOR ISB ACTIVITIES

for January 1956

VISUAL AIDS SECTION

1. Received a total of 44 requests for the planning and the construction of visual training aids and graphic materials for training purposes.
2. Planned and completed the art work and shop work on a total of 118 items, including sketches, graphs, drawings, signs, posters, and display items of which:
 - a. 1 project totaled 80 man hours or more.
3. Received a total of 5 requests for photographic aid and camera assistance, including taking still pictures, processing, developing and printing.
 - a. Processed and developed 77 feet of ophthalmograph film (35 mm).
 - b. Processed and developed 3 still picture requests, consisting of 29 originals, totaling 104 prints.

MAP TRAINING OFFICER

1. Number of requests for maps and services: 20
2. Number of map sheets distributed: In OTR - 221
Outside OTR - 20
3. Number of photographs distributed: 10
4. Items designed or produced:
 - a. Maps mounted: 10
 - b. Maps mounted and framed: 1
5. Number of reference requests received: 5
- 6.

EDITORIAL AND REPRODUCTION

1. Edited 2 special instructional projects; total pages, 50 (Guide cards).
2. Edited, typed, processed and distributed 21 administrative communications from Office of Director of Training.
3. Processed 51 requests through Printing Services Division/LO.
4. Reproduced internally, 81 requests from offices of OTR; 373 masters and/or stencils.

AUDIO AIDS SECTION

1. Number of requests handled: 95 covering 194 items.
2. Number of films procured: 102.
3. Number of films projected: 65.
4. Number of sound recordings made: 295 hours.
5. Number of preventive maintenance checks made: 28
6. Number of emergency checks made: 20

SECRET

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7. The following tapes were sent from the Language Laboratory during January 1956:

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Chinese--122	Persian--29
Japanese--41	Arabic--35
Korean--14	Thai--12
Hindustani--12	Greek--27
Hindi--25	Indonesian--11
Urdu--20	

LIBRARY SERVICES SECTION

A. Operations of Libraries

1. Operated the OTR Library with this volume:

- a. Book charges: 206
- b. Periodical charges: 109
- c. Vertical file charges: 9
- d. Inter-library loans ordered: 239
- e. Inter-library loans received: 140
- f. Books ordered: 214
- g. Books received: 261
- h. New periodicals received: 8
- i. Classified materials ordered: 9
- j. Classified materials received: 7
- k. GUIDE requests processed: 80
- l. Information reports scanned: 5120
- m. Information reports distributed: 312
- n. Documents distributed (Vault): 262
- o. Overseas requests received: 1
- p. Lesson plan accessions: 1

2. Serviced the sub-library collections in the following volume:

Reference requests: 10
Research requests: 6
Book accessions: 28
Document accessions: 150
Inter-library loans: 19

Other Collections

Basic School

Admin. Tr.: 4
Clerical Tr.: 19
Management Tr.: 25

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Intelligence School

World Communism: 106

Reading Improvement: 1

Intelligence Principles and Methods: 1

Language and External Training School: 40

Assessment and Evaluation Staff: 7

B. Reference, research, and bibliographic functions

1. Processed 70 reference requests.
2. Processed 16 research requests, totaling 42 man hours.
3. Conducted research and prepared 4 bibliographies, of which 1 was completed and 3 annotated, totaling 760 entries and 161 man hours.

C. Translation requests

1. Arranged for the translation of 131 pages in 2 different languages.